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19 September 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request For T/O Change

1. A revised T/O for the Industrial Register is attached (see Tab A) for your review. The proposal calls for several organizational changes, but does not affect the number of positions or the functional responsibilities of the Register.

2. The main changes proposed are:

- a. Regrouping of the Work Elements: Work sections will be grouped under four major Branches instead of two; this will result in a more effective span of control. Emphasis on Soviet industry has been achieved by the creation of a Soviet Branch.
- b. Decentralization of Plant Summary Activity: The Plant Summary Section has been dissolved and its former responsibilities spread through the Branches. Plant summaries will be prepared on a demand basis and with task force assistance from the research offices.

3. For further information, a copy of IR's terms of reference and its new organization chart are attached as Tab B. It is requested that your Office approve the organizational structure as proposed.

James M. Andrews
Assistant Director
Collection and Dissemination

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